



***Municipality of Princeton***  
**Department of Community Development**

**Office of Planning & Zoning**

Princeton Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540

609-924-5366  
609-688-2032 (fax)

**REQUEST FOR PROPOSAL ATTORNEY SERVICES**  
**PRINCETON PLANNING BOARD**

Submission of proposal must include fifteen (15) copies and be sent to:  
Lee O. Solow, PP/AICP – Director of Planning  
Princeton  
400 Witherspoon Street  
Princeton, NJ 08540

Proposals must be enclosed in a sealed envelope addressed to Mr. Solow's office at the above address. The name of the RFP must be printed on the face of the envelope. Proposals shall be rejected if not submitted within time, date, and place designated. Proposals must be submitted on or before November 2, 2016 – 10:00 AM (prevailing time).

**Specifications:**

Princeton hereby solicits sealed proposals for Attorney Services for the position of Planning Board Attorney. The proposal shall include an hourly rate of all individuals who will perform services. The Princeton Planning Board is asking for a three part hourly rate schedule:

- a) for any escrow charges;
- b) retainer services, outside of escrow, to include but not limited to: attendance when asked at meetings, research (outside application escrow), phone calls from staff and/or board members, preparation of ordinances & resolutions, negotiations, and any other services rendered on behalf of the Princeton Planning Board;
- c) litigation

**Submission requirements:**

- a. Designation of the Lead Counsel and any other individual(s) to be assigned to perform the tasks.
- b. Professional experience of the individual(s) to be assigned, including a list of experience with Princeton and/or experience with other municipalities.
- c. A statement concerning the ability of the firm/individual to perform tasks assigned by the Board in a timely fashion.
- d. Professional licenses held by the individual(s) to be assigned.
- e. Education background and experience of the individual(s) to be assigned.
- f. Address of principal place of business and all attorneys' or firm's offices with corresponding telephone, fax numbers and email addresses.

- g. A list delineating the number and types of public sector clients currently and previously served.
- h. A list of three (3) professional references with addresses and telephone contact numbers.

The award of this contract shall be made to the person or firm submitting the proposal which is deemed to be that which is most advantageous to the Municipality, price and other factors considered.

The applicant should note that the Planning Board generally meets on the first and third Thursday evenings of the month. The Planning Board has its own selection committee and will establish the criteria to be used in awarding each contract as a fair and open contract in accordance with N.J.S.A. 19:44A - 20.4 et. seq.

- a. Qualifications of the individuals who will perform the services and their experience and familiarity with Planning Board matters.
- b. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter.
- c. Cost consideration including, but not limited to, standardized submission and compliance with proposal documents.
- d. Experience with the Municipality of Princeton and/or experience in the applicant's field of expertise. Pursuant to N.J.S.A. 40A:11 - 3(b), contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection of 10 of section 5 of P.L. 1971, c. 198 (N.J.S.A. 40A:11 - 5) may be awarded for a period not exceeding twelve (12) consecutive months.